

DAILY PARTICIPATION RECORD

SCHOOL					MONTH		YEAR		ENROLLMENT		AVERAGE DAILY ATTENDANCE (ADA)				ATTEND. FACTOR (AF)		
SCHOOL LUNCH PROGRAM										SPECIAL MILK PROG.		SCHOOL BREAKFAST PROGRAM					
STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT					NOT ELIGIBLE FOR REIMBURSEMENT			FREE MILK SERVED TO ELIGIBLE STUDENTS	MILK SOLD TO STUDENTS	STUDENT BREAKFAST (CHECK ONE) BASIC RATE _____ SEVERE NEED _____				BREAKFASTS NOT REIMBURSABLE			
DAY OF MONTH	PART 02			ITEM3	INCLUDE THESE IN		STUDENT LUNCHES PART 02 ITEM 5	ADULTS		PART 03	PART 03	PART 04			ITEM 3	PART 04	
	COL. 1 3a. +	COL. 1 3b +	COL. 1 3c =	COL. 1 3d	COL. 1 3a	COL. 1 3b or 3c		PART 02		ITEM 4	ITEM 5	COL. 1 3a. +	COL. 1 3b (1 or 2)+	COL. 1 3c (1 or 2)=	COL. 3d	ITEM 5	ITEM 6
								ITEM 6 ITEM 6									
	FULL PRICE	RED. PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS		HEAD START, ETC.	PAID LUNCHES	UNPAID LUNCHES	½ PINTS MILK	½ PINTS MILK	FULL PRICE	RED PRICE	FREE ONLY	TOTAL ELIGIBLE FOR REIMB.	STUDENTS	ADULTS
					NON-NEEDY	NEEDY											
1																	
2																	
3																	
4																	
5																	
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27																	
28																	
29																	
30																	
31																	
TOTAL																	

Number of days meals and milk were served: Lunches (Part 02, Item 2) \_\_\_\_\_; Milk (Part 03, Item 2) \_\_\_\_\_; Breakfast (Part 04, Item 2) \_\_\_\_\_.

Number of children eligible/approved for: Full Price Lunches \_\_\_\_\_; Reduced Price Lunches (Part 02, Item 7) \_\_\_\_\_; Free Lunches (Part 02, Item 8) \_\_\_\_\_.

Projected Daily Limits (Number eligible by category times (x) attendance factor): Full Price \_\_\_\_\_ Reduced Price \_\_\_\_\_ Free \_\_\_\_\_.

## EDIT CHECKS – INSTRUCTIONS

Federal regulations require that LEAs examine lunch counts submitted by individual schools to determine if their lunch counts are accurate. These examinations must be completed before LEA submission of monthly claims for reimbursement to the State Agency. Data to be used in performing the required edit checks of individual school lunch counts shall include:

1. Enrollment in participating schools.
2. Average Daily Attendance in participating schools (ADA).
3. School Attendance Factor (ADA divided by Enrollment).
4. Number of days meal served.
5. Number of children eligible/approved for full price meals; reduced price meals; and free meals. Use the highest number approved in each category during the month. (Number eligible for full price meals = enrollment minus number approved for reduced price and free meals).

At a minimum, each school food authority must perform the following check at least once a month. This check must be performed on each school's daily lunch counts. The LEA must document that edit checks have been performed.

Test to determine if the number of lunches claimed at each school, each day, in each category (full price, reduced price, or free) is in excess of the number of children currently eligible/approved in each category, times the attendance factor.

When the daily lunch count in a category is higher than the edit check figure, the lunch count may be incorrect. If the number of lunches counted is significantly greater than the edit check, the LEA must investigate to see if the lunch count is in error. If in error, correct; or if correct, determine and document an explanation which accounts for the higher number of lunches. If no error is found in the lunch counts, but no explanation can be found for a significantly higher count, the lunch count system itself must be reviewed to insure that it is producing reliably accurate counts. If the meal count in question and the meal count system pass review satisfactorily, all the meal can be claimed. It must be noted, however, that no **adequate** meal count system could produce a daily lunch count in excess of the total number of students eligible/approved in a category.

### EXAMPLE

#### DAILY PARTICIPATION RECORD

SCHOOL <i>Lincoln Elementary</i>	MONTH <i>January</i>	YEAR <i>200-</i>	ENROLLMENT <i>325</i>	AVER. DAILY ATTENDANCE <i>309</i>	ATTEND. FACTOR (AF) <i>95.1</i>
SCHOOL LUNCH PROGRAM			SPECIAL MILK PROGRAM	SCHOOL BREAKFAST PROGRAM	

  

STUDENT LUNCHES ELIGIBLE FOR REIMBURSEMENT							
DAY OF MONTH	PART 02 ITEM 3				INCLUDE THESE IN		
	COL. 1 3a +	COL. 1 3b +	COL. 1 3c =	COL. 1 3d	COL. 1 3a	COL. 1 3b OR 3c	
	FULL PRICE	REDUCED PRICE	FREE ONLY	TOTAL ELIG. FOR REIMB.	STUDENT WORKERS CLASSIFIED AS		
					NON- NEEDY	NEEDY RED.	FREE
<i>1</i>							
<i>2</i>	<i>178</i>	<i>25*</i>	<i>104*</i>	<i>307</i>			
<i>3</i>	<i>142</i>	<i>23</i>	<i>98</i>	<i>263</i>			
<i>4</i>	<i>138</i>	<i>23</i>	<i>97</i>	<i>258</i>			
<i>5</i>	<i>140</i>	<i>98*</i>	<i>22*</i>	<i>260</i>			
* High participation – Pizza Day							
* Check for switch							
<i>26</i>							
<i>27</i>	<i>122*</i>	<i>12*</i>	<i>79*</i>	<i>213</i>			
<i>28</i>	<i>141</i>	<i>22</i>	<i>99</i>	<i>262</i>			
<i>29</i>	<i>190*</i>	<i>27*</i>	<i>111*</i>	<i>328</i>			
<i>30</i>	<i>139</i>	<i>22</i>	<i>94</i>	<i>255</i>			
<i>31</i>	<i>135</i>	<i>23</i>	<i>106*</i>	<i>264</i>			
<i>TOTAL</i>	<i>3150</i>	<i>538</i>	<i>1898</i>	<i>5586</i>			
* Low participation – inclement weather							
* Visiting students							
* Exceeds number approved							

  

Number of days meals and milk were served. Lunches (Part 02, Item 2) <u><i>21</i></u> ; Milk (Part 03, Item 2) _____; Breakfasts (Part 04, Item 2) <u><i>21</i></u> .
Number of children eligible/approved for: Full Price Lunches <u><i>195</i></u> ; Reduced Price Lunches (Part 02, Item 7) <u><i>25</i></u> ; Free Lunches (Part 02, Item 8) <u><i>105</i></u> .
Projected Daily Limits (Number eligible by category times (x) attendance factor): Full Price <u><i>185</i></u> Reduced Price <u><i>24</i></u> Free <u><i>100</i></u> .